

## SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

**SUBJECT:** Proprietary Source Procurement for the GovMax v5 Implementation (\$157,500.00 excluding reimbursable expenses)

**DEPARTMENT:** Administrative Services

**DIVISION:** Purchasing and Contracts

**AUTHORIZED BY:** Frank Raymond

**CONTACT:** Betsy Cohen

**EXT:** 7112

**MOTION/RECOMMENDATION:**

Approve a Proprietary Source procurement for the GovMax v5.0 Implementation with MethodFactory, Sarasota (\$157,500.00 excluding reimbursable expenses).

County-wide

Ray Hooper

---

**BACKGROUND:**

Seminole County is currently in the fourth year of a contract with Sarasota County for a web-based budget system (GovMax). Sarasota County is implementing an upgrade to the current version. The newer version offers internal import capabilities; facilitates ad hoc reporting and maintains historical data within one database. MethodFactory is the only provider chosen by Sarasota County to implement the newer version of software. Moving to a new budgeting software package or another programming firm would result in significantly higher costs, both in the initial setup and in ongoing costs.

MethodFactory will provide the County, independently from the Sarasota County Agreement, the implementation GovMax V5.0 version which is designed with a flexible yet integrated architecture that allows for cascading-down of organization priorities, and rolling up of measures, expenditures and FTEs to deliver a transparent view of how organizational resources are aligned for the betterment of the community. The stages of implementation of GovMax V5.0 are:

Stage 1 - Setup - 1) Configuration of Development Environment; 2) Configure Base System; 3) Load "Look up" data; 4) Load Account details.

Stage II - Acceptance - 5) Configuration of Staging (Testing) environment; 6) System administration, orientation and on-line help administrator, orientation and training; 7) Client acceptance of implementation, Statement of Work.

Stage III - Deployment - 8) Configuration of the Production environment.

The total cost for the implementation is \$157,500.00 excluding reimbursable expenses which will be billed at cost.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve a Proprietary Source procurement for the GovMax v5.0 Implementation with MethodFactory, Sarasota (\$157,500.00 excluding reimbursable expenses) and authorize staff to issue a Purchase Order.

**ATTACHMENTS:**

1. Proprietary Source
2. MethodFactory Proposal

**Additionally Reviewed By:**

☐ County Attorney Review ( Ann Colby )

# SEMINOLE COUNTY - PURCHASING AND CONTRACTS DIVISION

☐ SINGLE SOURCE

☐ SOLE SOURCE

☒ PROPRIETARY SOURCE

Date Requested: 09/17/08

JDE No.: \_\_\_\_\_

Requestor: Benjamin Crawford Telephone/Ext.: 7148 Department/Division: Fiscal Services/Budget

Description of Products/Services: Upgrade of Seminole County's current web based budget software.

Make \_\_\_\_\_ Manufacturer \_\_\_\_\_ Model# \_\_\_\_\_

Support justification (Please attach additional information as appropriate):

The County Budget office currently contracts with Sarasota County for our web-based budget system (Govmax). We are currently in our fourth year of the contract and are implementing an upgrade to the current version. The newer version will provide budget with internal import capabilities, facilitate ad hoc reporting and maintain historical data within one database. Methodfactory is the only vendor chosen by Sarasota County to implement the newer version of software. Moving to some other budgeting software package would result in significantly higher costs (both in the initial setup and in ongoing costs). It would be difficult, if not impossible, to maintain our current data within a new budget software environment.

Proposed Vendor: Method Factory Phone# 1-800-345-2699 (Steve Walter)

Other Companies contacted: (Attach documentation of each firm contacted)

## Compliance:

Does the requirement comply with the definition of sole/proprietary source as described in Section 220.4? ☒ Yes ☐ No

Is this commodity or service of a "unique nature" that would support a "Single Source" justification? ☒ Yes ☐ No  
If you answer "YES", please explain in details.

**Necessary:** Is this commodity or service necessary to accomplish the County's task or mission? ☒ Yes ☐ No

**Unique:** Is this commodity or service, or some necessary features, unique to this source? ☒ Yes ☐ No

**Compliance with Bid Tampering (F.S. 838.22) is acknowledged by signatures below:**

Requesting Division Manager's Signature: [Signature] Date: \_\_\_\_\_

Requesting Department Director's Signature: [Signature] Date: 9/17/08

## Purchasing and Contracts Division Determination:

Analyst ☐ Approval  
Supervisor/Manager ☒ Approval

☐ Disapproval  
☐ Disapproval

Date: [Signature]  
Date: [Signature]

Description Posted (at least 7 business days): From \_\_\_\_\_ to \_\_\_\_\_

Determination Posted (at least 3 business days): From \_\_\_\_\_ to \_\_\_\_\_

BCC Date, if applicable: October 14, 08

Comments: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_ Amount of Purchase: \$ \_\_\_\_\_



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## Seminole County

*GovMax V5.0 Implementation Proposal*

Prepared by MethodFactory  
September 3<sup>rd</sup>, 2008

Doc ID: 100207



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## 1 Introduction


### 1.1 Reader Guidelines

You, as a reviewer of this document, and a stakeholder in this project, have a responsibility to carefully review this document.

It is critically important that the reader understands that this document is the complete, definitive, and exclusive definition of this implementation effort, and that by initialing this document, the reader acknowledges that fact.

If the reader is aware of any other features, processes, procedures or efforts that need to be included in this effort, it is his or her responsibility to make the author aware of these so the document can be updated prior to finalization.

If the reader does not understand, or is unclear on any aspect of the effort described in this document, it is his or her responsibility to discuss those points with the author and ensure that the appropriate sections are suitably clarified before this document is finalized.

Please Initial: 



## 1.2 Document Purpose

This document details the GovMax V5 Implementation plan for Seminole County.

## 1.3 Revision History

Date	Author(s)	Version	Comments
Oct 30 <sup>th</sup> , 2007	Scott Auer	1.0	Draft
Jan 11 <sup>th</sup> , 2008	Scott Auer and Steve Walter	1.1	Draft
Mar 21 <sup>st</sup> , 2008	Scott Auer and Steve Walter	1.2	Final
Aug 4 <sup>th</sup> , 2008	Scott Auer	1.3	Updated Milestones dates and language and Appendixes.
Sept 3 <sup>rd</sup> , 2008	Scott Auer	1.4	Updated based on conference call on 9/3.
Sept 8 <sup>th</sup> , 2008	Steve Walter	1.5	Updated list of required reports based on conference call and input from Karen.





## 2 Housekeeping

The following section outlines the stakeholders responsible for the Seminole County GovMax 5 implementation.

### 2.1 Executive Sponsor

The following person(s) are listed at the executive sponsor for the implementation.

1. Executive Sponsor ..... Lisa Spriggs

### 2.2 Budget Shop POCs

The following person(s) are listed as the persons of contact within the budget shop for implementation.

Each area should have a single person with subject matter expertise and decision making authority. During the implementation, these individuals must be available to answer questions, provide insight and validate business rules. If any individual is not able to commit to the project timeline, another point of contact should be appointed. An individual could serve as point of contact for one, or all areas.

1. Manager ..... Lin Polk
2. IT ..... Fred Coulter
3. Operating ..... Lin Polk
4. Capital ..... Fred Coulter
5. Personnel ..... Karen Huffman



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6. Project Manager ..... Fred Coulter



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### 3 Implementation Overview

GovMax version 5.0 is designed with a flexible yet integrated system architecture that allows for cascading-down of organizational priorities, and rolling —up of measures, expenditures and FTEs to deliver a transparent view of how organizational resources are aligned for the betterment of the community. This balance of flexibility and functionality is a double-edged sword, however, requires that we, as the application administrators, have a precise understanding of your current organizational, financial, and performance structures.

Throughout the implementation process, we will call on you and your people to answer questions, supply data and confirm business rules. Delays in responses to inquiries from the implementation team will cause one-for-one slippage of the go-live date. Incomplete or inaccurate responses to requests for data and organizational business rules will result in slippage of the scheduled go-live date and/or rework that will adversely impact the estimated budget.

It is critical that the reader understands that this implementation proposal is exclusive of any services not explicitly defined in this document, including; application hosting, budget management consulting, ad hoc support, custom report development (not defined in the 'Reporting' section of this document) and any other services related to the on-going maintenance and operation of the software.

If for whatever reason you believe at any time, that any aspect of the project may be at risk, please immediately contact Steve Walter at (888) 345-2699, or via. Cell at (941) 809-0907.

Please Initial:



#### 4 Stages of Implementation

The following section outlines the stages to implement GovMax V5 for Seminole County.

Stage I. Setup	Stage II. Acceptance	Stage III. Deployment
Development Environment: <a href="http://gmv5SEM.methodFactory.com">gmv5SEM.methodFactory.com</a>	Staging Environment: <a href="http://SEMstg.fiscalgov.com">SEMstg.fiscalgov.com</a>	Production Environment: <a href="http://SEM.fiscalgov.com">SEM.fiscalgov.com</a>
<b><u>Invoicing Milestones</u></b>	<b><u>Invoicing Milestones</u></b>	<b><u>Invoicing Milestones</u></b>
<ul style="list-style-type: none"><li>• #1 – Configuration of Development Environment</li><li>• #2 – Configure Base System</li><li>• #3 – Load 'Look-up' data</li><li>• #4 – Load Account Details</li></ul>	<ul style="list-style-type: none"><li>• #5 – Configuration of Staging (Testing) Environment</li><li>• #6 – System Administration Orientation and On-Line Help Administrator Orientation and Training</li><li>• #7 – Client Acceptance of Implementation Statement of Work.</li></ul>	<ul style="list-style-type: none"><li>• #8 – Configuration of the Production environment</li></ul>



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## 5 Target Timeline

The following section provides the estimated timeline for the project.

### 5.1 Deliverables & Milestones

	Deliverable	Milestone Date
Milestone	Software Implementation Started	9/15/08
Stage I – Setup		
1	Configuration of Development Environment	9/15/08
2	Configure Base System	9/26/08
3	Load “look-up” data	10/3/08
4	Load Account Details	11/3/08
Stage II – Acceptance		
5	Configuration of Staging Environment	11/4/08
6	System Administration Orientation and On-Line Help Administrator Orientation and Training	TBD
7	Client Acceptance of Implementation Statement of Work	11/18/08
Stage III – Deployment		
8	Configure Production Environment	11/19/08
Custom Reporting Milestones		
1	25% Report Workspace Configuration	N/A
2	70% Report Development	N/A
3	5% Report Production Deployment	N/A

\* Client will provide the data in the format(s) requested in this document prior to the milestone identified.

The above described schedule of milestones and associated deliverables will be used for this project. In the absence of any specific deviations, provided in writing, to the deliverables defined in this implementation plan, final client delivery will occur on **11/19/08**. Any milestone related invoices will be issued upon the milestone delivery. The client has 7 days from date of milestone delivery to validate the deliverable. Unless the client notifies MethodFactory of a specific objection to the milestone deliverable within the 7 day period that deliverable shall be considered met and the balance of the project shall continue as per plan. If the client notifies MethodFactory of a specific objection, the objection shall be



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evaluated for its validity per the requirements listed in this document. If the objection is determined to be valid, the objection shall be resolved. Any project timeline adjustments associated with client objections shall be provided in writing.

## 5.2 Services Provided by Sarasota County

It is acknowledged that Client (Seminole County) may enter into an agreement with Sarasota County for services related to its web-based budgeting application ("GovMax"). Client acknowledges and agrees that any such agreement with Sarasota County is independent of this Agreement. In the event Client experiences any service delivery or any other issues with the services provided by Sarasota County, this Agreement shall continue and shall not terminate and such issues shall not affect Customers obligations hereunder, including but not limited to, making timely payments as set forth in this Agreement.

Notwithstanding anything in this Agreement to the contrary, MethodFactory does not warrant or make any representation as to the Budgeting Application functionality, its performance, use, or the results of its use. MethodFactory disclaims all warranties, express and implied, related to the GovMax including, but not limited to, the implied warranty of merchantability, quality of information and fitness for a particular purpose.



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### 5.3 Milestone Delivery Definitions

The following section documents what will be delivered to the client for each of the defined milestones.

The target milestone dates below must be met in order to deliver the application in accordance to the target time line.

#### 5.3.1 Stage I. – Setup

##### Milestone #1: Configuration of Development Environment

Seminole County's GovMax V5 development environment is configured and accessible. The Seminole County specific system configuration (including the establishment of Seminole County's navigation structure, base administrator accounts and site options as defined in Organizational Setup) will be completed.

Site: <http://gmv5sem.fiscalgov.com>

##### Milestone #2: Configure Base System

A – Client Implementation Portal is configured and ready for use.

Site: <http://extranet.methodfactory.com/GovMax/SEM/default.aspx>

MethodFactory and Client will be able to access GovMax V5 SharePoint Implementation portal to communicate and store; milestones status, meeting notes, import files and any other files or communication used during implementation.

B – Application Configuration

MethodFactory will have the GovMax application configured based on the options as defined in Organizational Setup. At this point the users of the three named roles will be able to log into GovMax V5 development environment site options area only.

User's designated as System Administrators will be able to log into this environment under the System Administrator's credentials, however no data will have been migrated at this point.



The status of each milestone is tracked within the project portal. The milestone statuses can be reviewed by clicking on the link titled 'Milestones'.

#### **Milestone #3: Load "look-up" data**

All client provided look-up data [e.g. line items objects, departments, business units, position additives, job classifications...] has been loaded into the development environment.

The Load "look-up" data milestone will be met when client provided "look-up" data has been successfully imported into the GMV5 development environment. The acceptance criteria can be confirmed by comparing the client provided "look-up" data (excel files) with the GMV5 table content (available for export via Settings > Customization > Data Export). The status of each "look-up" data table load is tracked within the project portal. The data load status can be reviewed by clicking on the link titled 'Data Load Schedule'.

#### **Milestone #4: Load Account Details**

All client provided implementation data [e.g. line items, positions, capital projects...] has been loaded into the development environment.

This milestone will be met when client provided Account Detail data has been successfully imported into the GMV5 development environment. The acceptance criteria can be confirmed by comparing the client provided Account Detail data (excel files) with the GMV5 table content (available for export via Settings > Customization > Data Export). The status of each Account Detail data table load is tracked within the project portal. The data load status can be reviewed by clicking on the link titled 'Data Load Schedule'.

#### **Supplemental Data Manipulation (See attached Appendix 'C' SEM2008\_03 GovMax Implementation Data Manipulation)**

Within the scope of the GovMax V5 Implementation project (Appendix 'B' SEM2008\_02 GovMax Client Implementation), MethodFactory will perform the initial load of "look-up" and account detail data as a fixed-price element of this statement of work. The milestones of Load 'look-up' data and Load Account Details will have been met when each "look-up" and account detail table has been





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populated with the first set of data supplied by the client (see acceptance criteria in the Load 'look-up' data and Load Account Details milestones).

At the client's request and based upon the variability inherent in data migration projects, supplemental data manipulation services are offered on a time and material basis following the initial loads and the achievement of the Load 'look-up' data and Load Account Details milestones.

Data Manipulation consists of the process whereby MethodFactory will perform manual adjustments on the data, based on requirements/conditions identified by the client. The client will be responsible for funding the time and material statement of work in advance of project kick-off (SEM2008\_03 GovMax Implementation Data Manipulation attached as Appendix 'C').

It has been estimated that **180** hours maybe required performing the client directed data manipulation services.

Please Initial: 



### 5.3.2 Stage II. – Training & Acceptance

#### Milestone #5: Configuration of Staging Environment

Seminole County's GovMax V5 staging environment is configured and accessible. The Seminole County specific system configuration (including the establishment of Seminole County's navigation structure, base administrator accounts and site options as defined in Organizational Setup) will be completed.

Site: <http://semstg.fiscalgov.com>

#### Milestone #6: System Administration Orientation and On-Line Help Administrator Orientation and Training

MethodFactory will provide quick-start application administrator orientation for the purpose of familiarizing client designees with the core functionality of the application. The orientation will include hands-on access into all workspaces, as well as an in-depth discussion of system administered settings. The objective of the Client-side Application Administrator Orientation is to enable the client effectively identify data and application configuration issues.

Administrator Orientation and Training will occur on-site at MethodFactory's office in Sarasota, Florida. Client is responsible for travel, lodging, meals, and any other costs incurred.

MethodFactory will provide client with written documentation regarding the administration of On-Line Help and will conduct (1) training session to demonstrate to system administrators and/or Management & Budget SMEs the process for populating and managing on-line help.

#### Milestone #7: Client Acceptance of the Implementation Statement of Work (sample acceptance document attached in Appendix 'F')

During this milestone the client will sign-off that implementation is completed as described in the statement of work (SEM2008\_02 Seminole County GovMax Client Implementation) and the V5 budget accurately reflects the data scripts/files provided for the implementation. Seminole County's GovMax is ready for production use.



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This milestone is for the standard implementation of GovMax V5 and does not consider any custom report development.

### 5.3.3 Stage III. – Deployment

#### Milestone #8: Configure Production Environment

Seminole County's GovMax V5 production environment is configured and populated with the staging environment data that was accepted as per the Client Acceptance milestone.

The Seminole County specific system configuration (including the establishment of Seminole County's reporting structure, base administrator account and site options as defined in the Organization Setup section) will be completed.

The Seminole County will have final determination for the 'go-live' date of their GovMax V5 implementation.

Site: <http://sem.fiscalgov.com>



## 6 Organizational Setup

The following section outlines the organizational setup and configuration for the Seminole County GovMax V5 implementation.

### 6.1 Reporting Structure

The following section outlines the requested reporting structure. This structure will be used to navigate to the desired reporting level.

For Example:

The screenshot displays the 'Budget Work Setup' application. On the left, a tree view shows the organizational structure under 'System - Business Center'. The selected path is '03 - Office of Financial Planning' > '2010/2011 Administration'. Below this, a list of budget items is shown, including '00001000 - Fund Admin', '00126000 - Fund Admin', '00129000 - Fund Admin', '20100000 - Gen Admin', '20500000 - Gen Admin', '22500000 - General Ad', and '22500000 - General Ad'. On the right, a 'Refresh List' table displays budget items with columns for 'Org Code', 'Object Name', 'Object Code', 'FY 2010', 'FY 2011 Approved', 'FY 2011 Amended', and 'FY'. The table lists various budget items such as 'Exclusive Salaries', 'Regular Salaries and Wages', 'PCA Taxes', 'Retirement Contributions', 'Health Insurance', 'Life Insurance', 'Dental Insurance', 'Long Term Disability Insurance', 'Workers Program', 'Fringe To Duty', and 'Unemployment Compensation'.

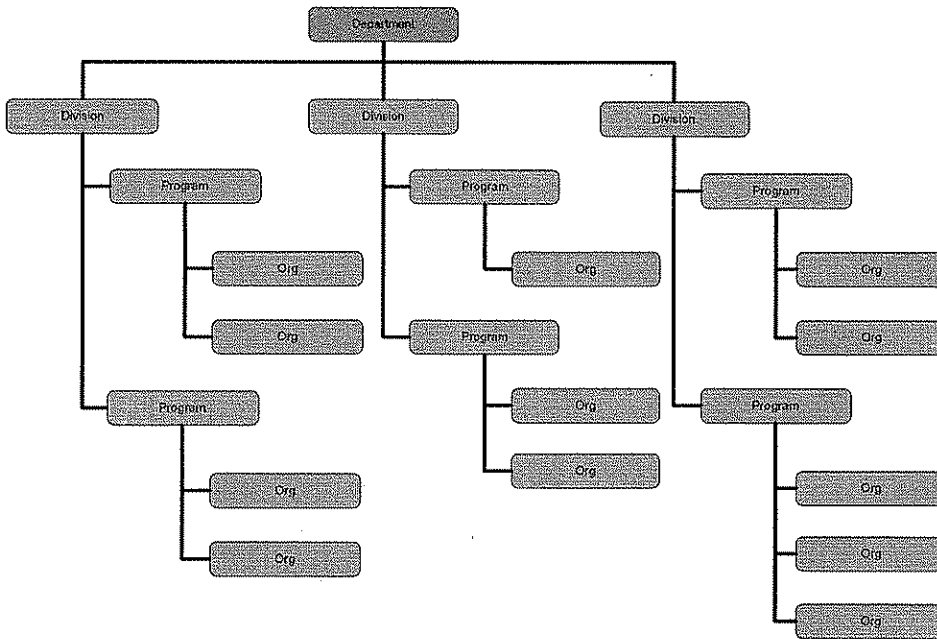
Org Code	Object Name	Object Code	FY 2010	FY 2011 Approved	FY 2011 Amended	FY
00001000	Exclusive Salaries	500110	\$0	\$0	\$0	\$0
00001000	Regular Salaries and Wages	500120	\$0	\$0	\$0	\$0
00001000	PCA Taxes	500210	\$0	\$0	\$0	\$0
00001000	Retirement Contributions	500220	\$0	\$0	\$0	\$0
00001000	Health Insurance	500230	\$0	\$0	\$0	\$0
00001000	Life Insurance	500240	\$0	\$0	\$0	\$0
00001000	Dental Insurance	500250	\$0	\$0	\$0	\$0
00001000	Long Term Disability Insurance	500260	\$0	\$0	\$0	\$0
00001000	Workers Program	500270	\$0	\$0	\$0	\$0
00001000	Fringe To Duty	500280	\$0	\$0	\$0	\$0
00001000	Unemployment Compensation	500290	\$0	\$0	\$0	\$0

This navigation structure is then used for the development of the reporting structure:



Revenue Line Item Budget grouped by Business Center, Business Unit									
Sarasota County Government									
Account Code	Revenue Description	FY 2005 Actual	FY 2006 Adopted	FY 2006 Revised	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Budget
03 Office of Financial Planning									
0310 Administration									
0320 Fiscal and Management									
0323 Financial Systems									
0325 Employee Benefits and									
0340 Asset Management									
0360 Risk and Safety									
0370 AS Automotive Resources									
0388 Debt Service									
0399 Capital Projects									
000000 Fund Admin									
345001 Bond Application Fee		3,500	0	0	0	0	0	0	0
381101 Interest Earnings		2,401,557	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
381300 Realized Gain(Loss) on Investm		102,219	0	0	0	0	0	0	0
381301 Unrealized Gain(Loss) Investm		-981,053	0	0	0	0	0	0	0
389000 Miscellaneous Operating		6,500	0	0	0	0	0	0	0
Revenue									
381101 Transfer from Fund 101		469,149	449,169	449,169	179,637	179,637	179,637	179,637	179,637
381102 Transfer from Fund 102		129,449	125,021	125,021	70,926	72,898	74,976	76,951	78,926
381106 Transfer from Fund 109		1,138,111	1,804,912	1,804,912	1,804,912	1,804,912	1,804,912	1,804,912	1,804,912
381117 Transfer from Fund 117		0	28,908	28,908	0	0	0	0	0
381119 Transfer from Fund 119		697,200	2,012,400	2,000,489	2,289,593	2,282,572	2,289,704	2,289,830	2,289,956
381130 Transfer from Fund 130		604,494	615,127	615,127	615,127	615,127	615,127	615,127	615,127
381144 Transfer from Fund 144		0	0	800,000	0	0	0	0	0
381145 Transfer from Fund 145		885,078	222,557	1,802,557	347,357	1,659,851	370,632	282,921	282,921

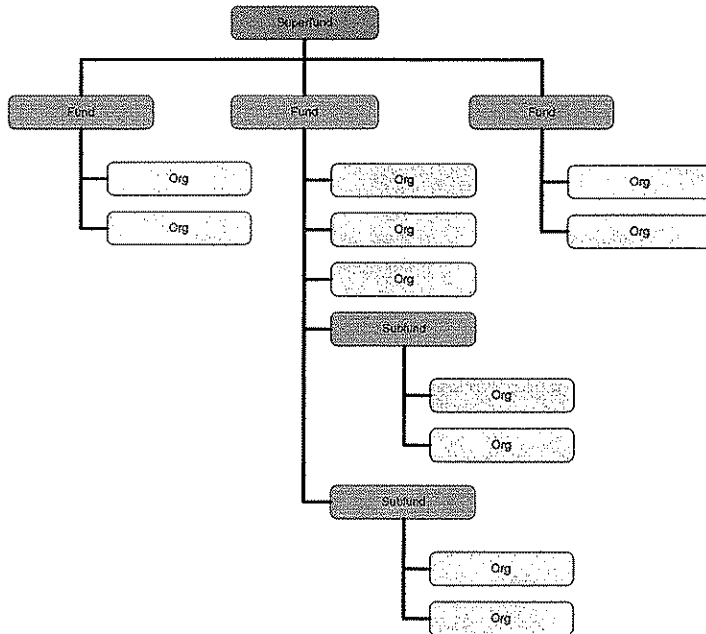
Seminole County Actual Reporting Structure:



Level	Reporting Structure	Value	Source
1	Department	01	V4 Department Lookup Table
2	Division	01010	V4 Division Lookup Table
3	Program	00000	V4 Program Lookup Table
4	Org Code	010100	V4 Org Code Lookup Table

## 6.2 Financial Structure

The following defines the Financial structure that will be used as the import file format (IFF) for importing Seminole County's account data. The proposed IFF must include all levels defined in the organizations reporting structure.



Financial Structure	Value	Description
Department		Lookup to Department table
Division		Lookup to the Division table
Program		Lookup to the Program table
Org Code		Lookup to Org Code table
Super Fund		Lookup to Fund table
Fund		Lookup to Fund table
Account Object		Lookup to Account Object table
Account Type	E	Pick List (E)xpenditure/(R)evenue
Adopted	\$0	Dollars
Amended	\$0	Dollars
Encumbrance/Encumbered	\$0	Dollars
YTD Actual	\$0	Dollars
UDF-1	\$0	User Defined Dollars
UDF-2	\$0	User Defined Dollars



UDF-3	\$0	User Defined Dollars
UDF-4	\$0	User Defined Dollars
UDF-5	\$0	User Defined Dollars

### 6.3 Org Code Structure

The Organization Code is the last element of the reporting structure and ties the reporting structure to the operating budget. The following outlines the expected Org Code structure for Seminole County.

Seminole County Org Code Entity Structure:

Org Code Structure	Value	Source Table	Notes
Org Code		N/A	
Program		Program	
Fund		Funds	
SuperFund		Funds	SuperFund is located on the Funds Lookup table.

Org Code:	00100	Org Code Status:	Active
Org Code Name:	General Fund		
Business Unit:	Sarasota County Government		
Fund:	00100 General Fund		
TFA:	000 N/A		
Department:	15 Administrative Services		
Division:	01050 Administration		
Program:	00000 N/A		
Function:	99 Non-Departmental		
FY 2007 History Org Code:	00100		
FY 2008 History Org Code:	00100		
CIP Projects:	<input checked="" type="checkbox"/>		
<div>Cancel Submit Reset Delete</div>			

New VS Structure

Note: The OrgCode history mappings are used to move the history to another OrgCode for the Budget Document ONLY!  
If it is desired that the history be moved on all reports, this is to be done via the Financial upload to GovMax.





#### Business Rules

**Comment [MF1]:** Need to quote the Fund report changes to support this Fund structure.

There are four levels, Superfunds, Funds, Subfunds, and Orgs. Both Superfunds and Subfunds are optional elements. An org can be assigned to either a fund or a subfund. A subfund must be assigned to a fund. But a subfund can only be aligned to a single fund. A fund may be assigned to a superfund.

## 6.4 Site Options

The following section defines the default site options that will be configured for the new installation.

Fiscal Year Information	
• Fiscal Start Month (Jan-Dec)	October
• Fiscal Start Day (1-31)	1 <sup>st</sup>
Budget Information	
• Operating Forecast years	5
• CIP Forecast years	5
• Budget method (monthly, quarterly, semi-annual, annual)	Biennial (Even/Odd)
• Budget Phases (requested, CEO recommended, adopted)	(6) Approved, Consensus, Worksession, Public Hearing 1, Public Hearing 2, Adopted
• Budget Years Adopt <sup>++</sup>	2
• FY Current Database	FY '09 approved budget
• Historical Database(s)	FY '08 adopted budget
Service Levels	
• No. of Service levels	4
• Continuation Service level	1
• Operating Budget Service level	1 and 2
• Budget Issue Service level	3
• CIP service level	4
Position Budgeting	
• Position number scheme	JDE defined but a position number can change throughout the year.
• Position number start	Deptart Code - 000
• Calculates OT by Position	Not currently but would like to explore



(Yes/No)	possibilities in GMS. Will know answer before completion of document.
• Minimum Fringe FTE	1.0- Need to determine this affects FRS
• FICA Rate	.062
• FICA Exclusion Ceiling	\$102,000
• Workers Comp Factor	1
• Pay Periods	26
<b>Data Migration (Refer to section Error! Reference source not found. for required import file formats)</b>	
<b>Required for Implementation</b>	
• Chart of Accounts	Yes
• Payroll	Yes
<b>Optional Imports</b>	
• Budget Items (Yes/No)	Yes
• Budget Issues (Yes/No)	No – Any unfunded budget items and positions that are aligned to the budget issue will not be migrated.
• Grants (Yes/No)	No
• CIP (Yes/No)	Yes
• Position Budget Details (Yes/No)	Yes
• Performance Management	No
• Historical Details <sup>+++</sup> (Yes/No)	Yes – Seminole County will provide historical data from 9/30/2001.

**Comment [MF2]:** Need to change to 1.0 for FTE

<sup>+++</sup> Historical data is required to be consistent with current detail import to be considered.

## 6.5 Budget Phases

The following section describes the budget phases for Seminole County and the corresponding calendar dates.

Phase	Name	Budget Calendar
Phase 1	Approved	Sept 30 <sup>th</sup> (FY 02)
Phase 2	Consensus	March/April



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Phase 3	Board Consensus	April/May
Phase 4	Worksession	July
Phase 5	Public Hearing 1	Mid Sept
Phase 6	Public Hearing 2	Lat Sept
Phase 7	Adopted	Sept 30 <sup>th</sup> (FY 01)

#### 6.6 Budget Calendar

Comment [MF3]: Will send updated calendar.

The following section shows the budget calendar for Seminole County, as per section 3.5 of the County Charter.

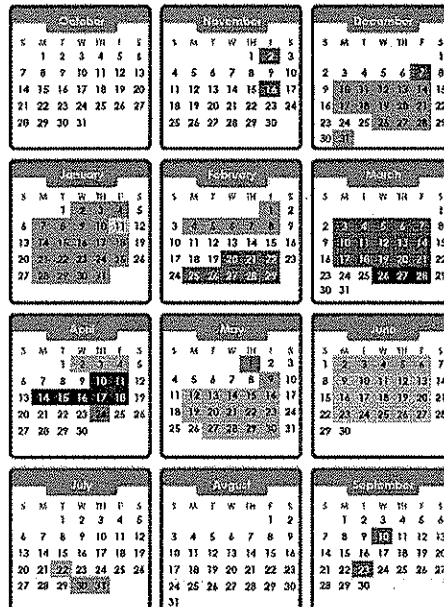


## FY08/09 Budget Development Schedule

PROJECT	START DATE	END DATE
Budget Kickoff Retreats (Two 1-Day Meetings)	11/7/07	11/16/07
Meeting to Update Budget Contacts on Budget Process	-	12/7/07
Services Inventory Form, Internal Service Requests Budget Item Development (Departmental Rates)	12/10/07	2/28/08
DEADLINE: Internal Service Requests from Departments for Rent and Construction Maint.	-	1/4/08
DEADLINE: Internal Service Requests from Departments for all other Support Service Requests (HR and BHS)	-	1/11/08
Countywide Budget Meeting (Following Director's Meeting)	-	1/11/08
DEADLINE FOR CONTINUOUS Services Inventory Form, Budget Changes to be used to Budget Analysis	-	2/8/08
Results Team Evaluation	2/20/08	3/21/08
County Manager Executive Team 1 <sup>st</sup> Review	3/26/08	3/27 and 3/28/08
County Manager Consensus	4/2/08	4/3 and 4/4/08
County Manager Executive Team 2 <sup>nd</sup> Review	4/10/08	4/11/08
County Manager BCC Consensus Preparation	4/14/08	4/16/08
BCC Consensus Meeting	4/24/08	5/1/08
DEADLINE FOR WORKSESSION: Final Budget Changes to Budget Analysis	-	5/9/08
Budget Changes / Input	5/12/08	6/6/08
Prepare County Manager Recommended Budget	6/9/08	6/27/08
BCC to Adopt Tentative TRIM Rates	-	7/22/08
BCC Worksession Meetings	7/20/08	7/31/08
1 <sup>st</sup> and 2 <sup>nd</sup> Public Hearing	9/10/08	9/23/08

Revised 1/8/08

## FY 2007/08 CALENDAR



### 6.7 Fiscal Year Budget Setup

GovMax V5 has the ability to carry forward unlimited financial data to subsequent fiscal years. Please describe the manner in which your organization would like to have the following items carried forward from the adopted budget to the following fiscal year.

	Business Logic
Budget Items	Do not keep the budget items that are aligned to unfunded budget issues.
Budget Issues	For the items attached to budget issues: if the issue is unfunded, kill the item. if the issue is funded, leave the item in the budget (but not attached to an issue)



Grants	Grants will be carried forward.
CIP	Will be defined later, Seminole County currently does not use the CIP module.
Positions	The fiscal budget roll function in V5 will maintain all existing positions vacant or not. During the position file import all positions that are not in the file (1) will remain in V5 and (2) a "delta" report will be available to identify the missing positions. The budget shop would use this report to make a business decision on a position by position basis on how best to handle.
Performance Management	None

## 6.8 Service Levels

The following section describes the service levels for Seminole County.

Service Level	Description	Business Logic Required
SL 1	Service Level 1	None provided
SL 2	Service Level 2	None provided
SL 3	Service Level 3	None provided
SL 4	Service Level 4	None provided

## 6.9 Special Request

The following section description special requests for Seminole County.

	Description
Biennial	Approved only happens in the 2 <sup>nd</sup> year budget. Adopt FY1. approves FY2. 2 <sup>ND</sup> year will move through phases again. FY1 starts off blank.
Fiscal Year Description	Would like to identify the fiscal year as the beginning and



	of the end. FY 08' in GM4 is reported as FY '2007/08.
Position Management	<p>Positions numbers will change throughout the year for the same position. During the import to update the position data positions that are new must be aligned to a budget issue. After this is done, JH will clear all positions except for the ones aligned to a BI and re-import.</p> <p>GM5 has an IsImported flag on the position record. To accomplish above a site option or option on the position import could be used to determine if record imported prior would be deleted.</p>
CIP Projects	<p>Seminole does not use CIP. They budget CIP expenditures linked to JL Code (8 digits). The way to import this is to take a CIP number and back into the budget items by looking at the JL code that matches + 'W'.</p> <p><b>** The described business rule is currently unsupported in GovMax V5.</b></p>
Reporting	<p>Ability to suppress page numbers for use in the budget document reports</p> <p>Seminole County requires the FY column text be displayed in 2007/08 format instead of 2007.</p>
Position Budget Items	<p>Seminole County has requested the budget details for Positions show the title next to the position number and not the name of the employee.</p> <p><b>** The described business rule is currently unsupported in GovMax V5.</b></p>



## 7 Position Budgeting

The following section outlines and requested changes or additional business rules required by Seminole County for the application modules of GovMax V5.

### 7.1 Overview

Additives are the multipliers, flat rate and variable amounts that are combined to the base salary to produce the overall position budgets. Examples of additives include Life Insurance, Retirement, Merit, Cola, Lump Sum amounts, Workers Comp, FICA, Medicare, LTD, etc.

### 7.2 Determining the Position's Budget

The following section describes the budgeting/calculation process for positions with GovMax V5.

#### 7.2.1 Additives Sequencing

The following section outlines the order of operation that will be performed when determining the position's overall budget. It contains the business rules that apply to all additives, and explains their potential value types as well as their position in the overall calculation.

##### Sub 1 – Salary Composition

This sequence step is responsible for adjusting the base salary before any fringe additives are added and any net totals are captured. The calculation of sub 1 generates base salary for the next fiscal year. The only adjustments allowed within sub 1 are as follows:

Code	Name	Percentage?	Flat Amount?	Allows Compounding
01	Merit Additive	Yes	Yes	Yes
02	COLA Additive	Yes	Yes	Yes
03	Salary Additive	Yes	Yes	Yes

##### Sub 2 – Additive Composition

This step will be responsible for calculating all additives that are dependent upon the salary calculated in Sub 1 (Base+MERIT+COLA+Lump Sum+OT).



Code	Name	Percentage?	Flat Amount?
04	Fringe Additive	Yes	Yes
05	Non-Fringe Additive	Yes	Yes

#### Sub 2 Definitions

**Fringe Additive** – Employee compensation other than your wages, tips, and salaries, such as health insurance, life insurance, and pension plans. Most fringe benefits are deductible by the organization and are not included in the employee's income.

**Non-Fringe Additive** – Pension benefit contributions made by an employer that are not critical to the workers health and survival.

#### **Sub 3 – Budget Accumulation**

This step will be responsible for capturing the additive and fringe totals and optionally performing calculations on those values.

Code	Name	Percentage?	Flat Amount?
06	Net Fringe Additive	Yes	Yes*
07	Net Additive	Yes	Yes*
08	Net Salary Additive	Yes	No

\* While sub 2 should be responsible for adding flat amounts to the position's budget, they are available in step 3 as well so that negative values can be added to the final calculated additive totals, allowing a set number to be taken off the accumulated value. All positive flat amounts are encouraged to be placed within step 2.

#### Sub 3 Definitions

**Net-Fringe Additive** – This type of additive is a multiple of the sum of Fringe and Fringe additives only.

**Net Additive** – This type of additive is a multiple of the sum of Fringe and Non-Fringe additives only.





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**Net Salary Additive** – This type of additive (is a multiple of the sums from Sub 1 and Sub 2. Examples of this type of additive are FICA and Medicare.

### 7.2.2 Organizational Business Rules

The following section outlines the business rules for calculating the position budgets of Seminole County.

Description	Business Rule	VS Supported
FICA	FICA is calculated up to the FICA rate value.	Yes
Workers Comp	Factors the amount calculated for WC budget.  <u>For Example</u>  A factor of .6 would reduce the amount budgeted to 60% of the un-factored amount. A factor of 1.1 would cause an organization to budget 10% more than the standard calculation would call for.  Will use 1.0	Yes
Full-time	1.0 FTE or greater	Yes
Part-time	Less than 1.0 FTE	Yes
COLA/MERIT	COLA and Merit is not calculated directly into the Salary and Wages line item. These two are lumped together into their own line item.	No.  The 03 – Salary Additive will have to be modified to allow for when set as a compounding additive to accept a default account object.

**Comment [SJA4]:** 03 – Salary Additive in VS allows compounding but it does not allow for a Account Object to be directly set. Currently, the Account Object of the Regular Salary and Wages for the position is used.

### 7.3 Position / Job Classification

The following outlines the expected Position/Job structure for Seminole County.

Seminole County Text Position Structure:

Position Structure	Aligned To	Description
Position		The position record.
Position Classification	Position	The position classification entity is a 'system' entity and must be remain with all installations. This entity contains the list of position additives (Merit, COLA, Life Ins., Retirement, etc.) that will be inherited by Positions aligned to the class.
Pay Plan	Position Classification	
Pay Grade	Position Classification	
EEO	Position Classification	

**Comment [SA5]:** Need to confirm with John why there are multiple class codes for a position in V4 for Seminole County.

Emailed Judy with question: It appears that in the Class title John has included a ###\*### schema of class codes.

**Comment [SA6]:** 9/3/ Will not import Position Classifications from V4. Seminole would like to define these.

### 7.4 Position Default Account Objects

The following section defines the Account Objects that will be used for the various position types when budgeting the base salary for each Position.

Type	Account Object
Full-Time	Determined by Class
OPS (Other Personnel Services)	Determined by Class
Over-Time	Determined by Class
Part-Time	Determined by Class
Temporary	Determined by Class



## 7.5 Additive Groups

The following table shows the additive groups identified for the Seminole County.

Additive Group	Additive Type	Flat/%	Account Object
Worker's Comp	Non-Fringe Additive	Percentage	510240
Retirement	Fringe Additive	Percentage	510220
FICA	Net Salary Additive	Percentage	510210
Health Insurance	Fringe Additive	Percentage	510230
Life Insurance	Fringe Additive	Percentage	510230
LTD	Non-Fringe Additive	Percentage	510230
Unemployment	Non-Fringe Additive	Flat Amount	N/A
Wellness (WELL)	Non-Fringe Additive	Flat Amount	N/A
Medicare	Net Salary Additive	Percentage	510210
COLA/MERIT	Salary Additive	Percentage/ Compounding	510900

## 7.6 Special Requirements

The following section outlines any special requirements and logic that would be included to calculate the position budgets of Seminole County. Please describe any special logic that would need to be considered when determining position budgets.



## 8 Settings

The following section describes the system setting configurations for the Seminole County GovMax implementation.

### 8.1 Security Roles

The application will be configured with three default roles, application administrator, system administrator and budget analyst. The application administrator role is reserved for GovMax Application Support team only.

The system administrator role is assigned to users of Seminole County that will be responsible for managing the application settings along with managing the access into the application. Additional roles will be defined and configured during GovMax training.



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## 9 System Data Exchange

The following section describes the data exchange features of GovMax.

### 9.1 Financial Import

The application provides the ability for system administrators to import and/or refresh the Amended, YTD Actual and Encumbrance budgets for the current fiscal year data at any time.

If the Seminole County requires other data import functionality such as updating charge-back line-item budgets or any other bulk forecast budget import that V5 does not currently support then the GovMax GMIE (GovMax Import-Export) tool can be customized to accept these requests. All customizations required to accept a different format would require a separate scope of work.

Also, if the Seminole County is unable to provide any of the requested implementation import files in the defined V5 formats then other considerations will be made such as customization the GMIE tool to support the scrubbing of this data.

### 9.2 Payroll Import

The application provides the ability for system administrators to import and/or refresh the Position Control data at any time. The application is configured with three import file formats for accepting Position information, Position Budget Split information and Position Additives.

If Seminole County is unable to provide the files in this format then other considerations will be made such as customization to the current GMIE tool. All customizations required to accept a different format would require a separate scope of work.



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## 10 Performance Management

Performance Management in GovMax at the most basic level provides agencies the ability to input narratives (statements), objectives, and measures and output them into the budget document in GFOA compliant format.

For agencies that elect to go further, the functionality exists within GovMax to cascade Enterprise objectives through the Performance Management structure down to the employee level, to establish the linkage between day-to-day activities and achievement of the highest level organizational objectives. The creation of this linkage requires enterprise-wide agreement regarding the means by which cascading and roll-ups are accomplished.

Using the "alignment matrix", GovMax v5 also allows organizations to dynamically associate resources (dollars and FTE investment) with the associated deliverables.

In this initial implementation phase, the deployment will include the navigation structure to populate measures and objectives that will use to produce GFOA compliant reports but does not include Seminole County specific performance data.



## 11 Reporting

The following section outlines the reporting functionality of GovMax V5.

### 11.1 Base Reports

The following reports will be deployed with GovMax V5 as the base reports.

Rank	Report Name	Report Type
1	Expenditure Budget Summary	Expenditure Reports
2	Expenditure Detail Item Budget	Expenditure Reports
3	Expenditure Budget Comparisons	Expenditure Reports
4	Expenditure Budget Development Comparison Summary	Expenditure Reports
5	Expenditure Line Item Budget	Expenditure Reports
6	Expenditure Budget Development Comparison Detail	Expenditure Reports
7	Expenditure Budget Worksheet	Expenditure Reports
8	Expenditure Service Level Budget	Expenditure Reports
9	Revenue Budget Summary	Revenue Reports
10	Revenue Budget Development Comparison Summary	Revenue Reports
11	Revenue Budget Comparison2	Revenue Reports
12	Revenue Detail Item Budget	Revenue Reports
13	Revenue Line Item Budget	Revenue Reports
14	Revenue Budget Development Comparison Detail	Revenue Reports
15	Position Budget Summary	Position Reports
16	Position Budget Split Audit	Position Reports
17	FY yyyy Position Budget Summary	Position Reports
18	Position Line Item Budget	Position Reports
19	Budget Issue Detail Sheets	Budget Issue Reports
20	Budget Issue Revenues	Budget Issue Reports
21	Budget Issue Expenditures	Budget Issue Reports
22	Budget Issue Positions	Budget Issue Reports
23	Budget Issue Cost Summary Report	Budget Issue Reports
24	Fund Proforma Summary	Fund Proforma Reports
25	Fund Transfer Proforma	Fund Proforma Reports
26	Fund Line Item Detail Proforma	Fund Proforma Reports
27	Fund Detail Proforma Summary	Fund Proforma Reports



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28	Fund Service Level Proforma Summary	Fund Proforma Reports
29	Fund Line Item Detail History Proforma	Fund Proforma Reports
30	Project Line Item Budget Proforma	CIP Reports
31	Adopted Budget Comparison	CIP Reports
32	CIP Means of Financing	CIP Reports
33	CIP Detail Sheets	CIP Reports
34	CIP Appropriation Plan Summary	CIP Reports
35	CIP Expenditure Budget	CIP Reports
36	Operating Budget Impacts	CIP Reports
37	CIP Adopted Budget Activity Comparison	CIP Reports
38	Grant Detail Sheets	Grant Reports
39	Grant Expenditures	Grant Reports
40	Grant Revenues	Grant Reports
41	Grant Positions	Grant Reports
42	Authorized Position Summary	Budget Document Reports
43	Budgetary Cost Summary	Budget Document Reports
44	Fund Summary	Budget Document Reports
45	Business Center Organizational Charts	Budget Document Reports
46	CIP Operating Budget Impact Summary	Budget Document Reports
47	CIP Category Financial Plan	Budget Document Reports
48	Departmental Index	Budget Document Reports
49	Departmental Budget Document	Budget Document Reports





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## 11.2 Budget Documents

The following section outlines the reports to be included/developed within the budget document, pg 57-104 of the document titled 'Budget\_Worksession\_FY2007\_09.pdf'.

Report Name	Notes
Budget Document (also referred to as The Departmental Pages)	<p>3 sub-reports (Consensus, Work Session, Adopted) 2 versions</p> <p>Please see Special Request at the end of this section for additional details.</p> <div><p>Report Viewer: <input type="text" value="ActiveX"/></p><p>Department: <input type="text" value="01 Administration"/></p><p>Selected Report: <input type="text" value="Consensus"/></p><p>Report Version: <input type="text" value="FY 2009-FY 2010"/></p><p>Document Section: <input type="text"/></p><p>Starting Page Number: <input type="text" value="1"/></p></div>
Expenditure Summaries	<p>8 sub-reports 2 versions Fund Filter Accounts Filter</p> <div><p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p><p>Selected Report: <input type="text" value="Departmental Expenditure Summary"/></p><p>Report Version: <input type="text" value="FY 2009 Amended"/></p><p>Fund: <input type="text" value="All Funds - Countywide"/></p><p>Accounts: <input type="text" value="All Expenditures"/></p><p>Document Section: <input type="text"/></p><p>Starting Page Number: <input type="text" value="1"/></p></div>
Revenues Summaries	<p>6 sub-reports 2 versions Fund Filter Accounts Filter</p>



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	<p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Selected Report: <input type="text" value="Departmental Revenue Summary"/></p> <p>Report Version: <input type="text" value="FY 2009 Amended"/></p> <p>Fund: <input type="text" value="All Funds - Countywide"/></p> <p>Accounts: <input type="text" value="All Revenues"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
Position Summaries	<p>4 sub-reports 2 versions</p> <p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Selected Report: <input type="text" value="Departmental Position Summary"/></p> <p>Report Version: <input type="text" value="FY 2009 Amended"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
Capital Project Summaries	<p>10 sub-reports CIP Element (CIP Category) Filter Detail Sort</p> <p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Selected Report: <input type="text" value="CIP Element Project Summary"/></p> <p>CIP Element: <input type="text" value="All CIP Elements"/></p> <p>Detail Sort: <input type="text" value="Project Title"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
Capital Project Detail Sheets	<p>2 sub-reports Print Order CIP Element (CIP Category) Filter</p>



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	<p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Selected Report: <input type="text" value="CIP Detail Sheets by Element"/></p> <p>Print Order: <input type="text" value="Project Number"/></p> <p>CIP Element: <input type="text" value="All CIP Elements"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
FY 2008 Expenditure Summary	<p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Department: <input type="text" value="01 Administration"/></p> <p>Primary Grouping: <input type="text" value="Department"/></p> <p>Secondary Grouping: <input type="text" value="Division"/></p> <p>Report Detail Grouping: <input type="text" value="Account Major"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
Budget Comparison by Fund	<p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>
Comprehensive Annual Financial Report	<p>Report Viewer: <input type="text" value="Dynamic HTML (Default)"/></p> <p>Report Grouping: <input type="text" value="Fund"/></p> <p>Document Section: <input type="text"/></p> <p>Starting Page Number: <input type="text" value="1"/></p>

Special Requests

**The Department Pages - "The Budget Report"**

The last part of the Budget Book consists of all of the individual Department Reports, straight out of GovMax. There are three versions programmed. Rather than having these three reports, it would be more flexible to define one report, and add options on the selection screen:

- Phase Text: A text box could allow us to type in the Phase. This would show up in the title bar of every page. We wouldn't be limited to Consensus, Worksession, Adopted. We could use dates, etc.
- Number of years: 1 or 2
- Year 1 text: another text box used to title the columns
- Year 2 text: another text box used to title the columns
- Print detail page: this would print or not print the detail pages, which includes the budget by account line
- Print funded budget issues: this would print the budget issue page for each of the funded budget issues, as well as including a summary of the funded budget issues on each of the summary pages. Note that whether or not the budget issue themselves print, the budget includes the amounts on the funded budget issues.
- Print unfunded budget issues. This would print the unfunded budget issue page for each of the unfunded budget issues, as well as including a summary of the unfunded budget issues on each of the summary pages. Note that whether or not the budget issues themselves print, the budget would not include the amounts on the unfunded budget issues.

Budget Documents				
ReportName	Sub Reports	Parameters	Comments	Estimate
Budget Document (also referred to as The Departmental Pages)	19	5	Two Separate Reports for each year format/Customization	45
Expenditure Summaries		7	Eight Separate Reports	
Departmental Expenditure Summary				5
Departmental Category Summary				5
Departmental Expenditure Account Summary				5
Fund Expenditure Summary				5
Fund Expenditure Category Summary				5
Fund Function Summary				5
Fund Functions By Superfund				5



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Expenditure Category By Superfund				5
<b>Revenues Summaries</b>		6	<b>Six Separate Reports</b>	
Departmental Revenue Summary				5
Departmental Revenue Source Summary				5
Fund Revenue Summary				5
Fund Revenue Source Summary				5
Revenue Source Summary By Department				5
Revenue Source Summary By Superfund				5
<b>Position Summaries</b>		5	<b>Four Separate Reports</b>	
Departmental Position Summary				5
Fund Position Summary				5
Departmental Position Staffing Summary				5
Fund Position Staffing Summary				5
<b>Capital Project Summaries</b>		5	<b>Ten Separate Reports</b>	
CIP Element Project Summary				5
CIP Element Expenditure Summary				5
CIP Projects By Fund				5
CIP Element Expenditure Summary By Fund				5
CIP Projects By Department				5
CIP Element Expenditure Summary By Department				5
CIE Projects By Element				5
CIE Projects By Fund				5
CIE Projects By Element & Fund				5
CIP Projects By Element (Export Format)				5
<b>Capital Project Detail Sheets</b>		5	<b>Two Separate Reports</b>	
CIP Detail Sheet By Element				5
CIP Detail Sheet By Business Center				5
FY 2008 Expenditure Summary		6		5
Budget Comparison By Fund		2		5



### 11.3 Custom Report Development

**Comment [SJA7]:** Need to discuss with Fred if there are V4 compatible versions.

'Custom' reporting in this document refers to client-specified custom reports which will be produced from the GovMax system. These reports are in addition to the standard base 45 reports. It is the responsibility of the Client to document, and provide to MethodFactory prior to development, any custom report business rules that were used to produce the reports.

Report styling (e.g., display data, summary footing, layout, fonts, spacing, etc.) will match, as practically possible, to reports that were delivered to MethodFactory by client during the implementation planning process.

Report Name	Notes/Examples	Must have in V5 (Yes/No)
Expenditure Job Ledger Line Item Budget	Example: V4 Expenditure report, not included in base 45.	
Expenditure Job Ledger Detail Item Budget	Example: V4 Expenditure report, not included in base 45.	
Position History Summary	Example: V4 Position Control report, not included in base 45.	
Vacant Positions	Example: V4 Position Control report, not included in base 45.	
Budget Analyst Report	Example: V4 Budget Issue report, not included in base 45.	
Budget Issues Recommendation Summary	Example: V4 Budget Issue report, not included in base 45.	
Budget Recommendation Report	Example: V4 Budget Issue report, not included in base 45.	
Countywide Revenue Summary	Modification to an existing report. Bi-annual Budget Comparison – grouped by Major and Object.  Would like to get it without having to play with an existing report. Obviously we'll need a 1 and 2 year version. The 2 year version is attached. The 1 year version includes both the Tentatively approved amount (from the previous year's adoption which will be saved as a snapshot) and the final Adopted amount. So either way you end up with four columns. This report should be	



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Grand Total					205
-------------	--	--	--	--	-----

Reader requires customizations to the base budget documents defined in section titled 'Base Reports'.

Yes/No Please Initial:

*[Handwritten initials]*



	<p>filterable and the title should be changeable, since we also create a General Fund version.</p> <p><b>Example:</b> Refer to '10 Countywide Revenue Summary.xls'</p>	
Countywide Uses by Function Summary	<p>Modification of an existing report: Expenditure Summary Documents/Fund Function Summary.</p> <p>This report is also created by modifying an existing GovMax report. (The modifications aren't as extensive.) A 1 &amp; 2 year version would be great, same as above. This report should be filterable and the title should be changeable, since we also create a General Fund version.</p> <p><b>Example:</b> Refer to '11 Countywide Uses by Function.xls'</p>	
Countywide Transfer Summary	<p>Custom report</p> <p>A 1 and 2 year version is essential. Also, we need to include an explanation, not just the raw numbers as per your existing transfer report.</p> <p><b>Example:</b> Refer to '12 Countywide Transfer Summary.xls'</p>	
Countywide Summary of Reserves	<p>Custom report.</p> <p><b>Example:</b> Refer to '13 Countywide Summary of Reserves.xls'</p>	
Funding Per Capita by Object Category	<p>Not available to produce in V5.</p> <p><b>Example:</b> Refer to '22 - General Fund Funding Per Capita By Object Category.xls'</p>	N/A
Countywide Position Summary	<p>Modification of an existing report.</p> <p>Similar to the Authorized Position Summary, except limited years and breakdown of positions by Full Time and Part Time.</p> <p><b>Example:</b> Refer to '1-Countywide Position</p>	





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	Summary.xls'	
Positions by Division	Custom report  Example: Same as the Position Summary Document except adding a division grouped report.	
New Positions By Department	Custom report  Similar to the Position Summary Document except only reporting on new positions.  Example: Refer to '3-New Positions.xls'	
Eliminated Positions By Department	Custom report  Similar to the FYxxxx Position Summary/Salary fringe version.  Example: Refer to '4-ELIMINATED POSITIONS DETAIL.xls'	
Truth in Millage	Not possible to produce in V5  Refer to : D4 - Residential Home Property Tax Calculation.xls D1 - Countywide Millage.xls D2 - Five Year Gross Taxable Value Comparison - Table.xls D3 - Five Year Gross Taxable Value - Graph.xls	N/A
Countywide Revenue Detail by Fund	Modification of an existing report: Revenue Budget Summary by Fund grouping of none/Rev-code.  Exports a report from V4 to modify in excel. Need 1 and 2 year version.  Example: Refer to 'D8-Dx Revenue Detail By Fund.xls'	
Fund Expenditure Category Summary	Modification of an existing report: expenditure Budget Summary by Fund grouped by BC/Major.	



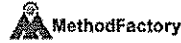
	<p>This report requires less massaging than most. However, we still have to move the report through Excel in order to make a publication worthy report. BTW, you'll notice that there's a bit of an inconsistency as to what year two's budget is called. You probably should get final wording for what Year 2 is called from Lin. Suggestions have included "Approved, Tentative, and Requested." There may be other terms out there. Whatever Lin decides is what all year two reports should use.</p> <p>One other point on this report. This is one of several reports that are summary reports based on funds. In almost every case, a new fund forces a page break. This is a bad idea, both environmentally (more dead trees) and economically (more paper and possibly a bigger binder). If you can fit an entire fund below another, please don't add a page break for any of these reports. In addition, provide an option to exclude any fund which has zeros in the budgeted years. Doing both of these things by hand is one of the reasons that this report goes through Excel.</p> <p><b>Example:</b> Refer to 'Fund Expenditure Category Summary Working.xls'</p>	
Debt Management	<b>Not possible to produce in V5</b>	N/A
Fund Summary	<p>Custom Report</p> <p>Similar to Expenditure Budget Summary grouped by non/none/Fund.</p> <p><b>Example:</b> Refer to 'Funding Summary Working.xls'</p>	
CAFR Report - Budget Comparison by Fund	<p>CAFR report, not included in the base 45.</p> <p>Similar to the Fund Proforma and the CAFR report for Seminole.</p>	



	<p>This report is hardcoded by JH in V4. Every time there is an account structure change JH has to recode.</p> <p><b>Example:</b> Refer to 'Budget Comparison by Fund Revised.xls'</p>	
Equipment	<p>Not available in V5</p> <p><b>Example:</b> Refer to 'EQUIPMENT SUMMARY by type of equip.xls'</p>	
Capital Outlay	<p>Not available in V5</p> <p><b>Example:</b> Refer to '01 Capital Improvements.xls'</p>	
Snapshot Comparison	<p>Custom Report</p> <p>Similar to the FYxxxx Expenditure Budget Comparison report.</p> <p><b>Example:</b> Refer to '05 Fund Summaries.xls'</p>	
Summary of Adjustments	Not possible to produce in V5	N/A
Infrastructure Sales Tax Fund - Statements	<p>Not possible to produce in V5</p> <p>A modification of the CAFR report.</p>	N/A
Ad Valorem Tax – General Fund	<p>Not possible to produce in V5</p> <p><b>Example:</b> Refer to '4 – Ad Valorem Tax-General Fund-2<sup>nd</sup> Qtr.pdf'</p>	N/A
Fiscal Performance Report	<p>Custom Report</p> <p><b>Example:</b> Refer to '23 – FY06-07 3<sup>rd</sup> Qtr Major Rev.pdf'</p>	
Reserve Recap	<p>Custom Report</p> <p>Would like to have a 1 and 2 year version</p>	
Debt Summary	Not possible to produce in V5	N/A
Projects – Worksession	<p>Custom Report</p> <p><b>Example:</b> Refer to 'Projects – Worksession.pdf'</p>	
CIP Detail Sheet (Custom)	Custom Report	



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	Example: Refer to 'CIP Detail Sheet Template.pdf'	
CIP Summary	Custom Report	
	Example: Refer to 'CIP Summary Template.pdf'	

Custom Report Development				
ReportName	Sub Reports	Parameters	Comments	Estimate
Expenditure Job Ledger Line Item Budget		2		5
Expenditure Job Ledger Detail Item Budget		2		5
Position History Summary		4		5
Vacant Positions		3		5
Budget Analyst Report	1	0		5
Budget Issues Recommendation Summary	0	2		5
Budget Recommendation Report				5
Countywide Revenue Summary		2	Custom/Two reports	20
Countywide Uses by Function Summary		2	Custom/Two reports	20
Countywide Transfer Summary			Custom/Two reports	20
Countywide Summary of Reserves			Custom	20
Countywide Position Summary			Custom	20
Positions by Division			Custom	18
New Positions By Department			Custom	20
Eliminated Positions By Department			Custom	20
Countywide Revenue Detail by Fund			Custom/Two reports	20
Fund Expenditure Category Summary			Custom	20
Fund Summary			Custom	18
CAFR Report - Budget Comparison by Fund			Custom	25
Snapshot Comparison			Custom	25
Fiscal Performance Report			Custom	20
Reserve Recap			Custom	20
Projects – Worksession			Custom/Three reports	25
CIP Detail Sheet (Custom)			Custom	25



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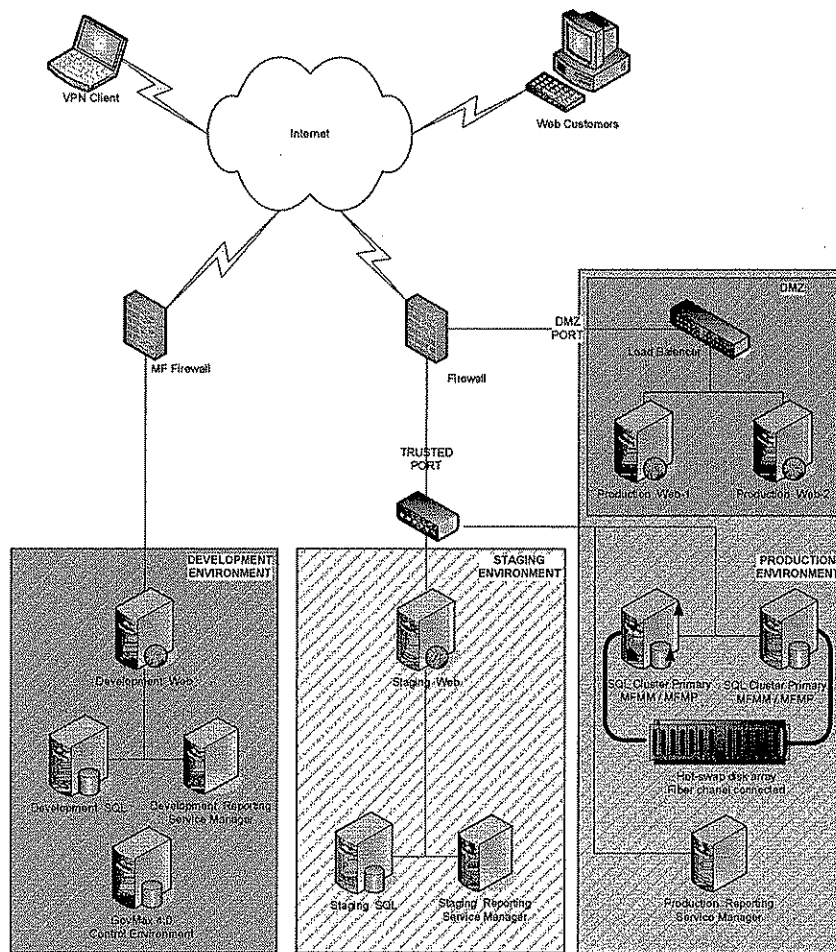
MethodFactory

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CIP Summary			Custom	20
Grand Total				411

## 12 Hosting Infrastructure

The following diagram shows the hardware infrastructure for GovMax V5 provided and managed by Sarasota County.





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### 13 End-User Training

Training will be lead by Sarasota County GovMax Staff. MethodFactory will not be responsible for the development of client specific user manuals, curriculum, agendas, and documentation. MethodFactory Application development SMEs will be available as requested up to time allotted in Appendix 'B' - Compensation. MethodFactory effort associated with preparation, planning, documentation, delivery, and any related activities, will be billed at actual time (\$125/hr).

Training may consists of:

- (2) day optional system administration training on-site at MethodFactory offices.
- (2) days of on-site (GovMax), lead by one budget shop Subject Matter Expert (SME), and two GovMax V5 application SMEs,
- Training curriculum may include:
  - ½-day application administrator training,
  - ½-day user training for Seminole County budget shop personnel,
  - ½-day Train-the-Trainer session with Seminole County designated GovMax v5 "Trainer",
  - ½-day facilitation (proctoring) of initial training session(s) with department(s)
- Additional training can be contracted at the rate of \$125/hr, plus travel expenses, as requested.

Travel costs are excluded and will be billed at actual

#### Travel Cost:

##### Hotel:

2 Nights @ \$125.00 x 2 persons .....\$500.00

##### Meals:

Actual cost

##### Transportation:

State rate for personal vehicle use

\* Note: Travel expenses are estimated based on current internet pricing. Actual travel expenses will be invoiced following billing.



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Sarasota County will be responsible for developing the specific agendas and audiences to be trained in the above described sessions, and may be adjusted as mutually agreeable.





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## 14 Follow-on support

The following section outlines the follow-on support that will be provided to Seminole County following the GovMax implementation.

- GMv5 Administrator's manual to be provided.
- User's manual to be provided by Sarasota County (GovMax), based on the client's organizational structure and data in the system at the time of training,
- As part of the system administrator's training, instruction and documentation will be provided for the population and administration of Seminole County specific GovMax V5 **online help**,
- Seminole County will be provided with access to the GMv5 Self-Service Support portal for follow-on service request submission and monitoring,
- Estimated budget for expected follow-on support (monthly/annually) will be provided.



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## 15 Appendix 'A' – Scope of Services

**Project Name:** GovMax V5.0 Client Implementation

**Proposal Number:** SEM2008\_02

### Statement of Work

**MethodFactory** proposes to assist Seminole County with GovMax V5.0 Implementation services as described in the comprehensive implementation planning document ("09-10-08\_Seminole County GM5 Implementation Plan v1.5.pdf"). This initial phase will deliver the base GovMax v5 Performance Management functionality, without consideration of the Seminole County performance structure, which will be addressed in a subsequent engagement. **MethodFactory** will provide the services of Senior Consultants for this engagement.



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## 16 Appendix 'B' - Implementation Cost

Statement of Work Short Title: **GovMax V5.0 Client Implementation**

Client Name:	Seminole County, FL
Project Name:	GovMax V5.0 Client Implementation
Proposal Number:	SEM2008_02
Date Prepared:	8/4/2008
Seminole County PO #:	N/A

### Estimation of Work

Total Hours Estimate ..... 618 hrs  
Total Implementation Estimate..... \$77,250

This cost is exclusive of any 3<sup>rd</sup> party hardware, software, and/or any component, functionality, or element not explicitly defined in the subject design document.

### Milestone Invoice Schedule

	Deliverable	%	Invoice Amount	Milestone Date
Milestone	Software Implementation Started		N/A	9/15/08
Stage I - Setup				
1	Configuration of Development Environment	5%	\$ 3,862.50	9/15/08
2	Configure Base System	10%	\$ 7,725.00	9/26/08
3	Load "look-up" data	20%	\$ 15,450.00	10/3/08
4	Load Account Details	25%	\$ 19,312.50	11/3/08
Stage II - Acceptance				
5	Configuration of Staging Environment	10%	\$ 7,725.00	11/4/08
6	Administrator Orientation and Training and On-Line Help Pre-Population and Administration Orientation	15%	\$ 11,587.50	TBD
7	Implementation Acceptance	10%	\$ 7,725.00	11/18/08



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Stage III - Deployment				
8	Configure Production Environment	10%	\$ 3,862.50	11/19/08
Project Management				
	None			
	Totals	618	\$ 77,250	


MethodFactory will submit Milestone Invoices on the day of Milestone delivery. Delivery of project milestones will be determined by reviewing the milestone delivery against the requirements outlined in section 5 of the Seminole County GovMax V5.0 Implementation Proposal.

Please include the following language on the associated purchase order:

"GovMax V5.0 Implementation, per MethodFactory proposal SEM2008\_02."

"Application development per the specifications outlined in the supporting design document titled, '09-10-08\_Seminole County GM5 Implementation Plan v1.5.pdf' "

Approval of Statement of Work:

	Seminole County	MethodFactory
Name:	Lisa Spriggs	Steve Walter
Title:		Partner
Date:		
Signature:		



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Suite 200  
Cape Coral, Florida 33914  
(941) 354-4700

## 17 Appendix 'C' – GovMax Implementation Data Manipulation

### Statement of Work: GovMax V5 Implementation Data Manipulation

<b>Client Name:</b>	Seminole County
<b>Project Name:</b>	GovMax V5 Implementation Data Manipulation
<b>Proposal Number:</b>	SEM2008_03
<b>Date Prepared:</b>	8/4/2008

This document outlines the data manipulation arrangement with Seminole County during their GovMax V5.0 Implementation.

MethodFactory will provide as needed GovMax V5.0 data manipulation services. Services may include ticket management, data manipulation services, technical consulting, project management, or account management. The hours associated to this SOW are estimated in good faith and cannot be guaranteed to complete the implementation data manipulation.

MethodFactory will bill monthly for time spent on ticket management, data manipulation services, technical consulting, project management or account management relating to the data manipulation service. The hourly rate for data manipulation services is \$125.00. Time spent on data manipulation services will be logged in the form of support tickets within the GovMax V5.0 Implementation Portal ticket tracker.

#### Project support tenets:

<b>Project lead (signature authority):</b>	Fred Coulter
<b>Data Manipulation hours in PO:</b>	180
<b>PO Number:</b>	
<b>PO expiration date:</b>	

Payment terms: Net 30

### Seminole County Designated GovMax v5 Implementation Contacts

As per the GovMax v5 implementation process, Seminole County may name up-to 4 contacts with the authority to submit data requests and obligate Seminole County to pay for requested services. The GovMax v5 Support Administrator will maintain a list of client representatives that have been authorized to submit data requests. As a control, requests submitted by other than the named individuals in the grid below will be referred back to the client's primary GovMax v5 contact.

Name	e-mail	Phone
1. Fred Coulter	<a href="mailto:fcoulter@seminolecountyfl.gov">fcoulter@seminolecountyfl.gov</a>	
2.		
3.		
4.		
5.		



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Suite 200  
Gainesville, Florida 32606  
(817) 264-4361

All invoices will be mailed directly to the Project lead designated above. The Project lead is responsible for ensuring that all invoices are submitted to Seminole County Finance and that the payment terms above are met. The Project lead is responsible for notifying MethodFactory of any invoice disputes prior to the expiration of the payment terms listed on the invoice. The Project lead agrees to be the single point of contact to MethodFactory for the resolution of any billing issues.

Approval of Statement of Work:

	Seminole County	MethodFactory
Name:	Lisa Spriggs	Steve Walter
Title:		Partner
Date:		
Signature:		



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Suite 700  
Cape Coral, Florida 33914  
(941) 584-4781

## 18 Appendix 'D' – Budget Document Reports

Statement of Work Short Title: **GovMax V5.0 Budget Document Reports**

Client Name:	Seminole County, FL
Project Name:	GovMax V5.0 Budget Document Reports
Proposal Number:	SEM2008_04
Date Prepared:	8/4/2008
Seminole County PO #:	N/A

### Estimation of Work

Total Hours Estimate ..... 144 hrs  
Total Implementation Estimate..... \$18,000

This cost is exclusive of any 3<sup>rd</sup> party hardware, software, and/or any component, functionality, or element not explicitly defined in the subject design document.

### Milestone Invoice Schedule

Deliverable	Hours	Invoice Amount	Milestone Date
Project Management	29	3,625	
Budget Document	45	5,625	
Capital Project Summaries	50	6,250	
Capital Project Detail Sheets	10	1,250	
FY 2008 Expenditure Summary	5	625	
Budget Comparison By Fund	5	625	
Totals	144	18,000	TBD

MethodFactory will submit Milestone invoices on the day of Milestone delivery. Delivery of project milestones will be determined by reviewing the milestone delivery against the requirements outlined in section 9.3 of the Seminole County GovMax V5.0 Implementation Proposal.

Please include the following language on the associated purchase order:

"GovMax V5.0 Custom Exports, per MethodFactory proposal SEM2008\_04."

"Application development per the specifications outlined in the supporting design document titled, '09-10-08\_Seminole County GM5 Implementation Plan v1.5.pdf' "




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215 North Washington Street  
Suite 200  
Sarasota, Florida 34236  
(941) 224-4701

Approval of Statement of Work:

	Seminole County	MethodFactory
Name:	Lisa Spriggs	Steve Walter
Title:		Partner
Date:		
Signature:		





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Suite 200  
Sarasota, Florida 34236  
(941) 554-9991

## 19 Appendix 'E' – Custom Reports

Statement of Work Short Title: **GovMax V5.0 Budget Document Reports**

Client Name:	Seminole County, FL
Project Name:	GovMax V5.0 Custom Reports
Proposal Number:	SEM2008_05
Date Prepared:	8/4/2008
Seminole County PO #:	N/A

### Estimation of Work

Total Hours Estimate ..... 298 hrs

Total Implementation Estimate ..... \$37,250

This cost is exclusive of any 3<sup>rd</sup> party hardware, software, and/or any component, functionality, or element not explicitly defined in the subject design document.

### Milestone Invoice Schedule

Deliverable	Hours	Invoice Amount	Milestone Date
Project Management	52	6,500	TBD
Report Group #1	40	5,000	TBD
Position History Summary Vacant Positions Salary/FringeDetail Salary/Fringe Summary			
Report Group #2	58	7,250	TBD
Countywide Position Summary Positions by Division New Positions By Department			
Report Group #3	70	8,750	TBD
Eliminated Positions By Department CAFR Report - Budget Comparison by Fund Snapshot Comparison			
Report Group #4	70	8,750	TBD
Fiscal Performance Report			



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Projects – Worksession			
CIP Detail Sheet (Custom)			
Totals	298	37,250	


MethodFactory will submit Milestone invoices on the day of Milestone delivery. Delivery of project milestones will be determined by reviewing the milestone delivery against the requirements outlined in section 9.3 of the Seminole County GovMax V5.0 Implementation Proposal.

**Please include the following language on the associated purchase order:**

"GovMax V5.0 Custom Exports, per MethodFactory proposal SEM2008\_04."

"Application development per the specifications outlined in the supporting design document titled, '9-10-08\_Seminole County GM5 Implementation Plan v1.5.pdf' "

Approval of Statement of Work:

	Seminole County	MethodFactory
Name:	Lisa Spriggs	Steve Walter
Title:		Partner
Date:		
Signature:		



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## 20 Appendix 'F' – Ad-Hoc Support

### Statement of Work: GovMax v5 ad-hoc Support

Client Name:	Seminole County
Project Name:	GovMax v5 Support
Proposal Number:	SEM2008_06
Date Prepared:	9/3/2008
Seminole County PO #:	N/A

This document outlines the ad-hoc support arrangement with Seminole County for GovMax V5.0.

#### Ad-hoc support tenets:

MethodFactory will provide as needed GovMax V5.0 support upon completion of the 30-day implementation warranty period. Support may include issue management, application development, technical consulting, project management, account management, documentation development, technical and/or end-user training. The ad-hoc support arrangement does not commit Seminole County to a minimum number of support hours per month. As such, MethodFactory does not maintain a support level agreement for this project.

MethodFactory will bill monthly for issue management, application development, technical consulting, project management, account management, documentation development, technical and/or end-user training. The hourly rate for application support is \$125.00. Billings for issue management will be associated to issues within the GovMax V5.0 issue tracker. Any issues that have development effort estimates greater than 6 hours or would result in significant functional changes will require the generation of a Statement of Work (SOW) and signature approval by Seminole County. Any SOW's will include estimates for development, testing, documentation, deployment and project management. All time required to research issues and generate SOW's will be billed as part of the issue management process.

Support Hours	200
Support Cost	\$25,000

Project lead (signature authority):	Lisa Sprigs
Support hours in PO:	200
PO Number:	
PO expiration date:	

Payment terms: Net 30

#### **Seminole County Designated GovMax v5 Support Contacts**

As per the GovMax v5 support process, Seminole County may name up-to 4 contacts with the authority to submit service requests and obligate Seminole County to pay for requested services. The GovMax v5 Support Administrator will maintain a list of client representatives that have been authorized to submit services requests. As a control, requests submitted by other than the



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
2500 North Washington Blvd.  
Suite 200  
Sarasota, Florida 34236  
(941) 554-7123

named individuals in the grid below will be referred back to the client's primary GovMax v5 contact.

Name	e-mail	Phone
1. Fred Coulter	<a href="mailto:FCoulter@seminolecountyfl.gov">FCoulter@seminolecountyfl.gov</a>	407-665-7180
2. Karen Huffman	<a href="mailto:KHuffman@seminolecountyfl.gov">KHuffman@seminolecountyfl.gov</a>	407-665-7173
3. Ben Crawford	<a href="mailto:BCrawford@seminolecountyfl.gov">BCrawford@seminolecountyfl.gov</a>	407-665-7148
4. Linda P. Polk*	<a href="mailto:LPolk@seminolecountyfl.gov">LPolk@seminolecountyfl.gov</a>	407-665-7177

All invoices will be mailed directly to the Project lead designated above\*. The Project lead is responsible for ensuring that all invoices are submitted to Seminole County's Finance office and that the payment terms above are met. The Project lead is responsible for notifying MethodFactory of any invoice disputes prior to the expiration of the payment terms listed on the invoice. The Project lead agrees to be the single point of contact to MethodFactory for the resolution of any billing issues.

Approval of Statement of Work:

	Seminole County	MethodFactory
Name:	Lisa Spriggs	Steve Walter
Title:		Partner
Date:		
Signature:		



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## 21 Appendix 'G' – Sample Acceptance Document



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1005 N. Orange Ave.  
Sarasota, FL 34236  
941.364.2151

Project Acceptance Short Title: **GovMax V5.0 Implementation Acceptance**

Project Title: Seminole County GovMax v5 Implementation
Statement of Work:
Design Document:
PO:
Date Prepared:

Description:

This letter is to acknowledge that as of \_\_\_\_\_, MethodFactory has delivered the application development project defined below with all specified functionality in accordance with the planning design .gdf document and subsequent changes orders. The 30 day application defect warranty begins on the date listed above.

Outstanding Issues to be resolved:

Additional Issues (included in the planning design document and not recorded in the issue tracker):

Issue ID	Title	Case Status

Acceptance:

City of Seminole County, Florida	
By: _____	Title: _____
Name: _____	Date: _____